

Internal Web Interface Business Rules

Required Actions:

1. Dates: All editable dates should be consistent by either being identified as (MM/DD/YYYY) or by inserting a calendar and the permittee selects days on the calendar.
2. DEQ Regions: All editable DEQ regions should be dropdown list of DEQ regions.
3. All screens include space at the top, where dropdown/accordion style menus will later (Priority 3) be developed for screen searching options.
4. All screens include a:
 - a. "Home" button, which takes the user back to the original screen according to their user permissions,
 - b. "Back" button, which takes the user to the previously-viewed screen,
 - c. "Contact Us" button, which takes the user to the DEQ IPDES home webpage that include basic program contact information, and
 - d. "Report an Environmental Concern" button, which takes the user to the DEQ complaint webpage

Other Items to Consider

DEQ encourages the contractor to identify any applications that may function more efficiently or effectively than those identified by DEQ in the draft mockups (e.g. use of checkboxes, radio buttons, select buttons, dropdowns, greying out of boxes, screens appearing based on checkbox selections, etc.). However, the contractor must receive DEQ approval prior to implementing different applications.

Internal Permits Home Screen (Priority 1A)

The purpose of this screen is to allow the permit supervisor and permit specialists to view and update actions pertaining to the summary status of active applications, NOIs, or permits, as well as requests for mixing zones, variances/waivers, water quality trading, NOTs, and others not yet identified. Both tables on this screen are sortable by each column heading, and both tables will have a filtering capability according to columns or other expressions entered by the user. Below are the lists of the functions for each table cell.

The "Summary Table: Active Applications, NOIs, and Permits" will be a viewable table, with one line per application or NOI number that corresponds to the most recent activity updated in the Internal Permits "Process an Application, NOI, Permit, or Request" screen. DEQ users with appropriate permissions (e.g. the permit supervisor) will be able to edit select columns.

Functions for the "Summary Table: Active Applications, NOIs, and Permits" table.

Column	Action	Description
Column Filter	Dropdown of list of columns from the associated summary table	User selects a column from the dropdown list. The column selected will then be applied to filter the summary table

Column	Action	Description
Operator Filter	Dropdown list of applicable filters for the associated summary table	User selects a filter function to apply to the associated summary table
Expression	User-defined alpha-numeric expression	User identifies the alpha-numeric expression(s) that will be filtered to refine the associated summary table
Select	Takes user to the Internal Permits Process an Application, NOI, Permit, or Request screen	
APP/NOI Number	None	This information is autogenerated from the application or NOI submitted online by the applicant
Facility/Project	None	This information is autogenerated from the application or NOI submitted online by the applicant
Permit Type	None	This information is autogenerated from the application or NOI submitted online by the applicant
Region Assigned	Dropdown list of DEQ regions	Permit Supervisor assigns a DEQ region from the dropdown list options
APP/NOI Received	None	This information is autogenerated from the application or NOI submitted online by the applicant
Completeness Due	Select date	Permit Supervisor selects date that the application completeness determination is due
Permit Writer Assigned	Dropdown list of permit writers	Permit Supervisor selects the permit writer who must make the application completeness determination, as well as permit development
Backup Permit Writer	Dropdown list of permit writers	Permit Supervisor selects the backup permit writer to make the application completeness determination, as well as permit development
APP/NOI Status	None (except, the permit supervisor has the option to override this determination)	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen.
APP/NOI Status Date	None	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen. This should also be autogenerated if the permit supervisor overrides the APP/NOI Status
Permit Number	None	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen.
Permit Status	None (except, the permit supervisor has the option to override this determination)	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen.
Permit Status Date	None	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen. This should also be auto-generated, appropriately, if the permit supervisor overrides the Permit Status
Save	Saves the line of data associated with APP/NOI Number	Selecting the "Save" button allows any changes made to the row to be saved.

The "Summary Table: Requests for Mixing Zones, Variances/Waivers, ~~QW~~ WQ Trading, NOTs, Other" will be a viewable table, with one line per request action that corresponds to the most recent activity

updated in the Internal Permits “Process an Application, NOI, Permit, or Request” screen. DEQ users with appropriate permissions (e.g. the permit supervisor) will be able to edit select columns.

Functions for the “Summary Table: Requests for Mixing Zones, Variances/Waivers, QW Trading, NOTs, Other” table.

Column	Action	Description
Column Filter	Dropdown of list of columns from the associated summary table	User selects a column from the dropdown list. The column selected will then be applied to filter the summary table
Operator Filter	Dropdown list of applicable filters for the associated summary table	User selects a filter function to apply to the associated summary table
Expression	User-defined alpha-numeric expression	User identifies the alpha-numeric expression(s) that will be filtered to refine the associated summary table
Select	Takes user to the Internal Permits “Process an Application, NOI, Permit, or Request” screen	
Request Type	None	This information is autogenerated from the request submitted online by the applicant/permittee
APP/NOI Number	None	This information is autogenerated from the request submitted online by the applicant/permittee
Permit Number	None	This information is autogenerated from the request submitted online by the applicant/permittee
Facility/Project	None	This information is autogenerated from the request submitted online by the applicant/permittee
Permit Type	None	This information is autogenerated from the request submitted online by the applicant/permittee
Region Assigned	Dropdown list of DEQ regions	Permit Supervisor assigns a DEQ region from the dropdown list options
Request Received	None	This information is autogenerated from the request submitted online by the applicant/permittee
DEQ Completion Due	Select date	Permit Supervisor selects date that the request must be processed
Permit Writer Assigned	Dropdown list of permit writers	Permit Supervisor selects the permit writer assigned to the request
Backup Permit Writer	Dropdown list of permit writers	Permit Supervisor selects the backup permit writer assigned to the request
DEQ Response Status	None (except, the permit supervisor has the option to override this determination)	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen
DEQ Response Status	None	This information is autogenerated from the Internal Permits "Process an Application, NOI, Permit, or Request" screen. This should also be auto-generated, appropriately, if the permit supervisor overrides the DEQ Response Status
Save	Saves the line of data associated with Request	Selecting the "Save" button allows any changes made to the row to be saved.

Internal Permits Process an Application, NOI, Permit, or Request Screen (Priority 1B)

The purpose of this screen is to allow permit specialists (or permit supervisor) to take necessary actions to process and document the status of a specific application, NOI, or permit, as well as a request for mixing zone, variances/waiver, water quality trading, NOT, and others not yet identified. This screen has three tables: 1) the table in the upper left is summary information pertaining to a specific application/NOI, permit, and facility; 2) the "Process an Application, NOI, or Permit" table allows the user to update and view the status of an application, NOI, and/or permit. It also allows the user to create, save, view and edit documents from templates stored in the DEQ TRIM records management system. Also, certain actions in this table will produce automatic email notifications to various DEQ personnel or users, depending on the action selected; 3) the "Process a Request for Mixing Zone, Variance/Waiver, WQ Trading, NOT, Other" table allows the user to update and view the status of a request, and has many of the same functions available on the "Process an Application, NOI, or Permit" table. The "Process an Application, NOI, or Permit" table will have one line for each action that the permit writer or supervisor creates, with the newest line of action at the top and the oldest at the bottom.

Functions for the summary table on the "Process an Application, NOI, Permit, or Request" screen.

Row	Action	Description
App/NOI Number	None	This is the application, or NOI identification number that is automatically generated when the applicant electronically submits an application, NOI, or request
Facility/Project	None	This is the facility/project identification number that comes from the electronic application, NOI, or request
Permit Type	None	This is the type of IPDES permit that comes from the electronic application, NOI, or request
Region	None	This is the DEQ Region that the permit supervisor assigned in one of the "Region Assigned" columns of the summary tables on the Permits Home screen
Receiving Water/AU	None	This is the waterbody identification number that comes from the electronic application, NOI, or request
App/NOI Received	None	This date is automatically generated from the date the applicant electronically submitted the application, NOI, or request
Completeness Due	None	This is the date that the supervisor assigned in the "Completeness Due" column of the Permits Home screen, as necessary for the permit writer to make a completeness determination for an application or NOI
Completeness Determined	None	This is the date that the permit writer or supervisor assigned an "App/NOI" status as "Complete" in the "Process an Application, NOI, or Permit" table on the same screen. That action triggers the creation of an auto-generated permit number based on the DEQ-identified permit numbering system.
Permit Writer Assigned	None	This is the permit writer that the supervisor assigned in one of the "Permit Writer Assigned" columns of the summary tables on the Permits Home screen
Backup Permit Writer	None	This is the backup permit writer that the supervisor assigned in one of the "Backup Permit Writer" columns of the summary tables on the Permits Home screen

Row	Action	Description
Permit Number	None	This is the auto-generated permit number based on the DEQ-identified permit numbering system. The permit number is created when the permit writer or supervisor assign an "App/NOI" status as "Complete" in the "Process an Application, NOI, or Permit" table on the same screen.

Functions for the "Process an Application, NOI, or Permit" table.

Column	Action	Description
App/NOI Status	Assign the current status to an application or NOI	The permit writer or supervisor will select the appropriate current status from a dropdown list, for an application or NOI. When the status has been deemed "Complete," then a no further updates can be made to that application or NOI (updates can still me made to subsequent permit columns, however). Also, when the status is "Complete" a permit number is then auto generated.
App/NOI Status Date	None	This date is auto-generated each time a new "App/NOI Status" is selected and saved.
Permit Status	Assign the current status to a draft permit	The permit writer or supervisor will select the appropriate current status from a dropdown list, for a draft permit. When the status of a permit or NOI has been deemed "Effective" then a no further updates can be made and the application/NOI/permit will no longer be part of this screen or the summary table on the Permits Home screen.
Permit Status Date	None	This date will be auto-generated each time a new "Permit Status" is selected and saved.
Create Document	Develop a draft document to be included as part of the administrative record	The permit writer or supervisor will select the appropriate document (if necessary) to develop: <ul style="list-style-type: none"> • Application Receipt Notification – an auto-generated email to the applicant • Application Completeness Determination – a Word template pulled from TRIM • Application Deficient Determination – a Word template pulled from TRIM • Application Rejection Determination – a Word template pulled from TRIM • Draft Permit – the user will be directed to the Create a Draft Permit/Fact Sheet screen to draft these documents (Note: The Create a Draft Permit/Fact Sheet screen <i>not</i> a Priority 1 item – it is priority 3 and will be subsequently developed) • Public Comment Announcement – the user will be directed to the Internal Public Notification screen where they will generate a

Column	Action	Description
		<p>public notification record and a public notification via the DEQ Intranet</p> <ul style="list-style-type: none"> • Public Meeting Announcement – same as Public Comment Announcement • In most cases, this will pull up a template in <p>Note: Once document has been created from a template saved in TRIM, the user will save it back into TRIM with a unique TRIM number. Subsequent viewing/editing of the document will maintain the same TRIM number, but changes will be identified as revisions.</p>
View/Edit Document	View or edit a previously created document	This will pull up a previously-created document that is stored in the DEQ TRIM document system. If any changes are made to the document before it is returned to TRIM, it must keep its TRIM number but be automatically record the changes as a revision so that any and all changes can be tracked.
Save	Saves the line of data associated with that status action	Selecting the "Save" button completes the addition of a row of data in the table. The newly-saved row becomes a permanent part of the record and table. When the "Permit Status" action being saved is "Effective," the application/NOI/permit process is complete and will no longer be part of this screen or the summary table on the Permits Home screen.

The “Process a Request for Mixing Zone, Variance/Waiver, WQ Trading, NOT, Other” table will have one line for each action that the permit writer or supervisor creates, with the newest line of action at the top and the oldest at the bottom.

Functions for the “Process a Request for Mixing Zone, Variance/Waiver, WQ Trading, NOT, Other” table.

Column	Action	Description
Request Status	Assign the request status to an application, NOI, or draft permit	The permit writer or supervisor will select the appropriate current status from a dropdown list, for a request. When the status of a request has been deemed "Complete" then a no further updates can be made to that status. Also, at this time, the request has completed the process and will no longer be part of this screen or the summary table on the Permits Home screen.
Request Status Date	None	This date will be auto-generated each time a new "Request Status" is selected and saved.
Create Document	Develop a draft document to be included as part of the administrative record	The permit writer or supervisor will select the appropriate document (if necessary) to develop. This is similar to the “Create Document” on the Process an Application, NOI, or Permit table, but the list of

Column	Action	Description
		potential template documents remains TBD.
View/Edit Document	View or edit a previously created document	This will pull up a previously-created document that is stored in the DEQ TRIM document system. If any changes are made to the document before it is returned to TRIM, it must keep its TRIM number but be automatically record the changes as a revision so that any and all changes can be tracked.
Save	Saves the line of data associated with that status action	Selecting the "Save" button completes the addition of a row of data in the table. The newly-saved row becomes a permanent part of the record and table. When the "Request Status" action being saved is "Complete," the request process is complete and will no longer be part of this screen or the summary table on the Permits Home screen.

Internal CIE Home Screen (Only one table is Priority 1C the remaining tables on this screen are Priority 3 and will be developed later)

The purpose of this screen is to allow CIE personnel to take necessary actions to view and begin processing CIE actions. The "Permit Reporting Notifications" table on this screen allows CIE personnel to view, assign personnel, view or assign recent activity, view most recent documents, and initiate inspection or noncompliance activities. (This screen will eventually include the additional Priority 3 tables)

Functions for the "Permit Reporting Notifications" table.

Column	Action	Description
Permit Number	None	This permit number comes from the electronically-submitted notification
Facility/Project ID	None	This is the facility/project identification number that comes from the electronically-submitted notification
Notification Type	None	This is the type of permit reporting requirement that comes from the electronically-submitted notification
Submittal Date	None	This date is automatically generated based on the date the permittee submitted the electronic reporting requirement
DEQ Personnel Assigned	Dropdown list of CIE personnel	CIE supervisor assigns a DEQ personnel to respond to the electronically-submitted notification
Most Recent Activity	None (except, CIE personnel have option to add new activity)	<p>This information would mostly be auto-generated from another of the CIE Inspection and Compliance tables. However, users would have the ability to enter an activity here if it doesn't require an action from another table (e.g. if the user identifies that no action is needed).</p> <p>Note: While other CIE Inspection and Compliance tables are priority 3 items, we need a placeholder that would allow information in this column to be auto-generated from those tables</p>

Column	Action	Description
View Most Current Document	View the mote recently-created document associated with this electronic reporting activity	<p>This will pull up a previously-created document that is stored in the DEQ TRIM document system that was generated from another of the CIE Inspection and Compliance table. If any changes are made to the document before it is returned to TRIM, it must keep its TRIM number but be automatically record the changes as a revision so that any and all changes can be tracked.</p> <p>Note: While other CIE Inspection and Compliance tables are priority 3 items, we need a placeholder that would allow documents in this column to be generated from those tables</p>
Initiate Noncompliance	Action button	<p>Selecting this button will take the user to another screen (to be developed as Priority 3) where noncompliance activities are documented and tracked for a permit (or other unique identification basis)</p> <p>Note: While other CIE Inspection and Compliance tables are priority 3 items, we need a placeholder that would allow the selection of "initiate" in this column to send the user to another table, yet to be developed</p>
Initiate Inspection	Action button	<p>Selecting this button will take the user to another screen (to be developed as Priority 3) where inspection activities are documented and tracked for a permit (or other unique identification basis)</p> <p>Note: While other CIE Inspection and Compliance tables are priority 3 items, we need a placeholder that would allow the selection of "initiate" in this column to send the user to another table, yet to be developed</p>
Reporting Requirements Complete?	yes/no selection	<p>Selecting "No" means there are still ongoing actions related to the electronic permit recording activity. Selecting "Yes," means that DEQ has determined that no further actions are warranted for the specific electronic permit reporting activity, and this row would be removed from the table.</p>
Save	Saves the line of data associated with Permit Number	Selecting the "Save" button allows any changes made to the row to be saved.

Internal Public Notifications Screen (Priority 1D)

The purpose of this screen is to allow IPDES personnel to view, update, and track actions pertaining to public notifications of applications, NOIs, permits, requests, or CIE activities. This table will have one line per application, NOI, or permit number that corresponds to the most recent public notification activity.

Functions for the "Public Notifications" table.

Column	Action	Description
App/NOI Number	None	This is the application/NOI identification number that is autogenerated when the applicant electronically

Column	Action	Description
		submits an application, NOI, or request
Permit Number	None	This is the permit number that is auto-generated based on the DEQ-identified permit numbering system during the permit development process (see the "Process an Application, NOI, or Permit" table on the Internal Process an Application, NOI, Permit, or Request screen)
Facility/Project	None	This is the facility/project identification number that comes from the electronic application, NOI, or permit
Permit Type	None	This is the type of IPDES permit that comes from the electronic application, NOI, or permit
Region	None	This is the DEQ Region that the supervisor assigned to the application, NOI, or permit in one of the "Region Assigned" columns of the summary tables on the Permits Home screen
DEQ Organizer	None	This is the personnel assigned as permit writer or CIE to the application, NOI, permit, or request in one of the "Permit Writer Assigned" columns of the summary tables on the Permits Home screen or the "DEQ Personnel Assigned" column of the "Permit Reporting Notifications" table of the CIE Home screen.
Reason for Public Notification	Dropdown list to assign the reason for the public notification	The user will select the appropriate reason from a dropdown list.
Comment Period Opens	Select date	User selects date for which the comment period will begin (if applicable).
Comment Period Closes	Select date	User selects date for which the comment period will end (if applicable).
Public Meeting	Select date	User selects date for which a public meeting will occur (if applicable).
Create/View Document	Develop or view the public notification announcement	This will pull up the appropriate public notification template from the DEQ intranet. Saving the document will save the announcement in the DEQ TRIM system. Viewing a previously-created document will pull document stored in the DEQ TRIM document system, associated with this public notification.
Extension Period Granted?	Yes/No selection	Selecting "no", means the previously-identified public comment dates are effective. Selecting "yes" means that the comment period has been extended. The user will then need to enter the end date for the extended period in the "Extension End Date" column of this table.
Extension End Date	Select date	User selects date for which the extended comment period will end (if applicable).
Public Notification Complete	Checkbox	This will allow the user to identify when the public notification requirements are complete, at which time the row of data for that application/NOI/permit will be removed from the table.
Save	Saves the line of data associated with APP/NOI Number or Permit Number	Selecting the "Save" button allows any changes made to the row to be saved.

